1 Town Center Court Hilton Head Island SC 29928 843-341-4610 Fax 843-341-4637

BUSINESS LICENSE APPLICATION TOWN OF HILTON HEAD ISLAND

Application Fee \$10.00 (Non refundable)

	Office U	Jse Only		
BL				
Date Rec:	/			
NSIC	Rate	1 SIC		
Initial Approval				
Pl	_AdrBldg	Fire		

Date	of Application:/	Initial Approv PlAdrBldg				
I.	Business Name:					
	Date Business Started:/ Type of Business:					
Print Or	Describe business briefly:					
Type	Physical Location: (Circle One) In Town In County Out of County					
	(Not PO Box) Street #/Name		te/Unit			
	City/State	ZIP	<u> </u>			
	Business Phone #: e-mail add	dress:				
	Other Phone # Fax #	• • _				
	On site contact:					
	Trade Certificate Required for Business types listed below (please provide #):					
	Heating & Air # Plumbing # Electrical #	Irrigation #	_			
	Please provide Contractor or Specialty License #					
	BUSINESSES LOCATED WITHIN THE TOWN OF HILTON HEAD ISLAND MUST COMPLETE THE FOLLOWING:					
	Note: Additional approvals and/or permits may be required from the Planning and/or Building and Fire Codes Departments.					
	Solid Waste Handling & Disposal Method Company Used:*					
	Is this a home occupation (office/business at home, etc.)**	es No				
	If you answered no, complete the following questions					
	Has this building space been vacant for 12 months or more?	es No				
	Is this a change in the type of business for this building space?	es No				
	Will there be any renovation or construction at this site?	es No				
	Will you want to erect a new sign?	es No				
II.	Business Mailing Name:					
Ο		e:				
	Mailing Street/PO BoxSte	Unit				
	Address City/State ZIF					
	Purchase Existing Business: Yes No Date of Purchase:					
	Previous Name of Business:					
	Fed ID # Social Security #	SC Retail Tax#				
III.	Owner Name:	(or Name of Partners	ship/Corporation)			
Print Or Type	Doing Business As:					
	Owner Address:					
		ZIP				
	Owner Phone #:					

Important Information

- Anyone generating gross receipts in the Town is required to obtain a Business License annually. Licenses expire on December 31st of each year.
- Business License applications must also be approved by the Town Planning and Building & Fire Codes Departments.
- The applicant(s) is subject to a criminal history background check.
- When approved, you will be **required to file a Gross Receipts Report** to estimate the gross receipts for the business for the balance of the current calendar year. A minimum fee is charged for the first \$5,000 of gross income, then a charge for each \$1000 (or part of) over the first \$5000. The rate will show on the Gross Receipts Report so that you can compute and pay your business license fees accordingly.
- The Business License office must be notified of any changes in your business, including type of business, location, phone or ownership.
- Make checks payable to the "Town of Hilton Head Island".
- A business should get Town approval before moving or making any lease or rental commitment.

*Elimination of Commercial Waste Disclosure

Ordinance No. 88-6 requires:

Each business shall disclose its method of solid waste handling on the business license application form and present proof of such solid waste disposal <u>before</u> a license is granted.

**Home Occupation Disclosure

Section 16-4-1002 Home Occupations

A home occupation as defined by this Title shall be deemed an accessory use provided that such home occupations:

- 1. Is conducted entirely within a dwelling or integral part thereof and has no outside storage of any kind related to the home occupation
- 2. Is clearly incidental and secondary to the principal use of the dwelling
- 3. Is conducted only by persons residing on the premises (nonresident employees are not permitted)
- 4. Does not necessitate or cause the exterior appearance of any structure to be other than residential and is not disruptive of the residential character of the neighborhood
- 5. Has no advertising of the home occupation on the site or structures
- 6. Creates no disturbing or offensive noise, vibration, smoke, dust, odor, heat, glare, unhealthy or unsightly condition, traffic or parking problem; and
- 7. Does not involve retail sales or services that bring more than 10 customers per day to the dwelling.